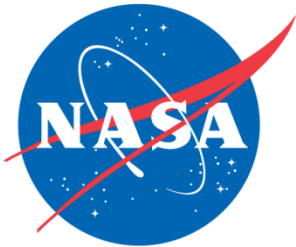




# **THE FLIGHT PROJECTS DIRECTORATE**

## **BUSINESS CHANGE INITIATIVE (BCI)**

Collaboration Example for the  
Code 400 Combined Resources Forum  
November 27, 2012



The BCI started in late 2011. **Five Action Teams focus on tangible actions** to improve our processes and effectiveness and for transference of knowledge and best practices:



- Scheduling Action Team
  - Management Reporting Action Team
  - Earned Value Management (EVM) Action Team
  - Cost Estimating Action Team
  - Business Rapid Information Skills & Knowledge (BRISK) Action Team
- **Action Teams** are progressing through a five-phase process that guides the change from concept, vision and definition through rollout and deployment
  - GSFC personnel often have the intent to make changes happen; what is required is a catalyst, facilitation, and sometimes resources to affect change.

## **BRISK is:**

**Business:** Think broadly about business functions which affect projects

**Rapid:** What small set of actions can be accomplished in a year? And then set up actions for a second year and then a third year.

**Information:** What information or communications improvements would enable our Project resources personnel and teams?

**Skills:** What programs and tools should be utilized or developed for resources personnel career development?

**Knowledge:** Where are the repositories and how can we make them more accessible and intuitive to navigate?

In all of the above, there are potential collaborations with the OCFO, OHCM, OCKO, other Directorates, and NASA HQ (e.g. OCE). We especially need to look for overlaps and gaps that can be reduced for a more efficient and effective design and implementation.

# Foundations of Financial and Resources Management Training

## AGENDA

Goddard Learning Complex, Building 1, Room E100D-E  
November 6-8, 2012

### Module 1: Agency & Center Overview

November 6, 2012

Welcome and Introductions – <i>Michelle Dubose</i>	10:00am – 10:30am
Budget Process – <i>Julie Baker</i>	10:30am – 11:15am
Congressional Hearing Video – <i>Julie Baker</i>	11:15am – 12:00am
LUNCH	12:00pm – 1:00pm
Icebreaker – <i>Michelle Dubose</i>	1:00pm – 1:30pm
Center Management Operation – <i>Joe Poist</i>	1:30pm – 2:15pm
Budget Execution – <i>Sherri Corbo</i>	2:15pm – 3:00pm
BREAK	3:00pm – 3:15pm
Knowledge Management – <i>Ed Rogers</i>	3:15pm – 4:15pm
Session Wrap Up: - Evaluations	4:15pm – 4:30pm

### Module 2: Financial Systems & Tools

November 7, 2012

Check-In	8:30am – 9:00am
Purchase Request (PR) Process, Flow/Capital Assets – <i>Barbara Patala</i>	9:00am – 9:45am
Business Warehouse (BW) Reporting – <i>Joleen Bottalico</i>	9:45am – 10:30am
BREAK	10:30am – 10:45am
NASA Form (NF)533 Contractor Financial Management Reporting – <i>Joanne Santiago</i>	10:45am – 11:30am
Accounts Payable Work Management System (AWMS) – <i>Stephanie Brown</i>	11:30am – 12:00pm
LUNCH	12:00pm – 1:00pm
Ice Breaker – <i>Michelle Dubose</i>	1:00pm – 1:15pm
Cost – <i>Petal Anderson</i>	1:15pm – 1:45pm
Reimbursable – <i>Crystal McNeely- Scott</i>	1:45pm – 2:30pm
BREAK	2:30pm – 2:45pm
Quality Assurance – <i>Theresa Ballinger</i>	2:45pm – 3:30pm
Travel – <i>Brian Miller &amp; Barbara Prather</i>	3:30pm – 4:15pm
Session Wrap Up: - Evaluations	4:15pm – 4:30pm

### Module 3: Acquisition

November 8, 2012

Check-In	8:30am – 9:00am
Procurement Overview - <i>Nipa Shah</i>	9:00am – 9:45am
Contract Management Module (CMM) – <i>Mary Ann Bishop &amp; Deanna Herschell</i>	9:45am – 10:30am
BREAK	10:30am – 10:45am
Module 4: Career Development	
Workshop: “Taking Charge of Your Career”	10:45am – 12:00pm
LUNCH	12:00pm – 1:00pm
Icebreaker – <i>Michelle Dubose</i>	1:00pm – 1:30pm
Panel Discussion: Major Players in the Resources & Finance World	1:30pm – 3:00pm
BREAK	3:00pm – 3:15pm
Session Wrap Up: - Training Certificate - Evaluations	3:15pm – 4:00pm

Office of Chief Financial Office (OCFO) & Office of Human Capital Management (OHCM)



Collaboration on the CFO “Foundations of the Financial and Resources Management Training”:

- Michelle Dubose (Code 114) oversees the CFO Resources training effort and engaged the GSFC Resources and Finance Training (RAFT) Committee on revising the CFO Foundations class held November 6-8th.
- Starting in Summer 2012, Michelle and Bonnie Matters (Code 150) engaged the Code 400 BRISK team (as well as many folks across Center) to:
  - comment on the proposed agenda which was increased from 2 to 3 days
  - review the course materials and offer adjustments
  - provide existing course material which might be utilized (e.g. Code 400 Budget Execution package)
  - serve on the Career panel on the third day
- This Class was well attended and very successful.

We appreciate and thank OHCM and OCFO for both the engaging spirit and tangible outcomes resulting from this situational collaboration.